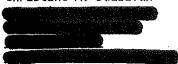
Christine A. Sullivan



#### SUMMARY OF QUALIFICATIONS

- Experienced in Administration and Supervision of staff of varying levels and degrees who are focused on a commitment to student growth, development, and academic achievement
- Focused on providing an adequate education, along with the confidence, tools, and skills required to build and advance toward a framework of success
- Leader in the development and organization of programs that challenge and motivate students toward lifelong achievements and enhance positive educational experiences
- Experienced Administrator in both the private and public school setting, who has worked collaboratively with various state and local agencies around all areas of student wellbeing and education.

## **EDUCATION**

• Masters of Science, Education Leadership

University of Southern Maine, 2009

Bachelor of Arts, Psychology

University of Maine at Farmington, 1991

#### MAINE CERTIFICATIONS

Special Education Director 030, Teacher 282 Professional - Expiration 2019 Building Administrator 040 (Pending)

## PROFESSIONAL EXPERIENCE

Auburn School Department Auburn, Maine Director of Day Treatment RET/SOS 2015-Present

- Administrates all program aspects within the day treatment program
- Solicits, interviews and identifies individual students to be a part of the RETC/SOS programs,
  grades 4 12 who are identified with behavioral and emotional disabilities
- Works collaboratively with administrators from 7 area school districts; Preparing and delivering reports, plans and program updates as requested
- Plans and coordinates quarterly board meetings to review census, finance, personnel and program data
- Develops and balances three program budgets including tuition, billing and Deali's (boxed lunch business)
- Manages daily program implementation and crisis intervention
- Monitors special education documentation, record-keeping, and communications to assure compliance with state regulations and district policies
- Performs Educational diagnostic assessment, curriculum review/development in conjunction with classroom teachers
- Coordinates and implements Individual Service Plans, Crisis Plans and Individual Education Plans in accordance with the district's special education policy and procedure manual and chapter 101 Special Education Regulations
- Supervision, evaluation and professional development to a staff of 13 probationary and continuing contract special education personnel, including teachers, educational technicians, and social workers
- · Understands and implements special education programming, procedures and strategies
- Regularly collaborates with community agencies and families to benefit student current and transition needs
- Continues to be engaged in professional development activities through course work, workshops and involvement in professional organizations

Brunswick School Department Brunswick, Maine Special Education Coordinator/Behavioral Specialist/Department Chair 2009-2015

Facilitates the necessary communications and programmatic linkages with adult education,
 alternative education, vocational education, special education and regular education personnel to

address student programming needs

- Coordinates special education referral, assessment, and programming in accordance with the district's special education policy and procedure manual and chapter 101 Special Education Regulations.
- Communicates with administrative and district office staff regarding necessary census, finance, personnel and program data
- Assists the building administration with the supervision and evaluation of probationary and continuing contract special education personnel
- Monitors special education documentation, record-keeping, and communications to assure compliance with state regulations and district policies
- Supports the development and maintenance of parent support information groups
- Serves as Administrator and Service Coordinator in IEP Team meetings
- Prepares and delivers reports, plans and program descriptions as requested by school and district administrators
- Initiates, prepares and facilitates various forms of staff development activities to address personnel readiness and skill development to benefit student programming
- · Actively engage in professional development activities through course work, workshops and involvement in professional organizations
- Develops curriculum for special education students in study skills and transition planning
- · Creation and oversight of district Functional Life Skills, Social Foundations, Resource, and Behavior programs

Spurwink Services - Staff Intensive Program Brunswick, Maine Associate Program Director of Day Treatment 2005-2009

- Develops and insures the quality of educational programming; and models good instruction, development of therapeutic relationships, and productive behavior intervention including limit setting.
- Train and supervises staff
- Administrates program aspects in program development, budget development and monitoring
- Provides the unique opportunity to have a direct role in the development and implementation of an innovative curriculum that addresses the varied learning styles of all students.
- Performs Educational diagnostic assessment, curriculum review/development in conjunction with classroom teachers
- works in a multidisciplinary treatment team
- Administrates consultations/IEP meetings
- Reviews IEPs and Individual Service Plan
- Coordinates and implements Individual Service Plans to include behavior management/crisis intervention/Life Space interviews and other mental health prescriptions
- Performs intake/evaluations and coordinate intake IEP meetings with service providers and public school personnel
- Provide on-call coverage for program staff support

Spurwink Services - Staff Intensive Program Brunswick, Maine Special Education Teacher 1998-2005

- Assess student learning / write Individualized Educational Plans
- Designs coherent instruction based on assessment information
- Supervision of Education Technicians
- Creates and implements Individual Behavior Plans
- Maintains student records in accordance with DOE regulations
- Collaborates with public school personnel
- Communicates with families, treatment team members and individuals from outside agencies
- Interviews individuals in the intake process
- Writes and executes Individual Service Plan and Individual Education Plans
- Medication administration
- Education assessment, report writing and presentation

# OTHER RELATIVE EXPERIENCE

- Spurwink Services, Education Technician III (Dec. 1996 Feb. 1998)
- Shoreline Community Mental Health, Emergency Service Worker (Nov.1996 Sept.1997)

- MSAD #75, Education Technician III (Aug. 1995 Aug. 1996)
- Smith Family Child Care, Owner (1991-1995)

# PROFESSIONAL AFFILLIATIONS

- Seeds of Independence Board President 2017
- Seeds of Independence Board Trustee 2014-2017
- MADSEC 2015-2017
- Proficiency Policy Task Force 2014-2015
- NEASC Committee Member 2013-2015
- NEASC Visiting Committee Member 2013
- Behavioral Health Professional Trainer 2012-2017
- Maine Administrators of Services for Children with Disabilities (MADSEC) 2005-2011

REFERENCES UPON REQUEST

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